

City of Chattanooga, TN
Personnel Class Specification

Class Code 0567

FLSA: Exempt

CLASSIFICATION TITLE: DIRECTOR, CODES AND INSPECTION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work associated with directing operations and activities of the Codes & Inspection Division of the Public Works Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Directs operations and activities of the Codes & Inspection Division; provides overall leadership for the division; provides creative leadership in organizing/reorganizing the division to meet the rapidly changing needs of construction and development customers; redesigns division organizational structure as needed; carefully reviews problems and areas of concern, and makes rational/informed decisions to resolve problems.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts employment interviews; reviews and approves personnel hiring and promotion actions; resolves employee problems and disputes.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Public Works Administrator, Mayor, City Council, outside agencies, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates department work activities with other departments, contractors, consultants, outside agencies, or others as needed; maintains an effective working relationship with county, state, and federal government agencies, and cooperates with agencies as needed to reach mutual goals.

Develops and implements long and short term plans, goals, and objectives for the department, respective divisions, and staff members; develops plans to meet goals according to projections; evaluates efficiency and effectiveness of department operations, programs, procedures, and resource management; determines needs for operational changes; implements improvements as needed.

Develops quality enhancement programs, productivity enhancement programs, and other programs used by the division to improve employee efficiency and quality of work; updates programs as required to meet current demands.

Implements and maintains systems to allow construction and development customers to electronically access certain services; provides leadership in assisting local construction and development community in the acceptance and use of electronic services; trains division personnel in the effective use of electronic equipment and procedures.

Supervises activities involving inspection of new/existing buildings and construction to ensure compliance with applicable codes and to ensure the health, safety, and general welfare of citizens, to include overseeing inspection of buildings, plumbing systems, electrical systems, gas and mechanical systems, signs, and construction plans.

Oversees enforcement of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; supervises enforcement of state/local zoning regulations; supervises enforcement of state/local contractor licensing laws.

Ensures accomplishment of annual reviews of codes; facilitates discussion on code language changes and makes proposals to legislative authorities.

Attends legislative hearings; provides recommendations for state legislative changes; works with legal staff to prepare new ordinances and amend existing ordinances.

Assists City Attorney in preparing cases for Council appeals or for presentation in court when appropriate; ensures adherence with court-ordered sanctions.

Develops new and innovative procedures for plans review operations.

Develops and implements policies and procedures relating to assigned divisions; updates division policies as required by City administration; ensures that all employees are apprised of changes in policies.

Develops, submits, and implements departmental budget; monitors expenditures to ensure compliance with approved budget.

Implements training programs; conducts training for staff as required; trains assigned staff and other personnel in procedural issues.

Directs the compilation of statistical data pertaining to division operations; compiles and/or reviews administrative and statistical data; performs research as needed; analyzes data, identifies trends, and prepares reports.

Performs administrative tasks; reviews and approves/signs payment requests, purchase requisitions, vouchers, and other documents; reviews performance appraisal forms completed by subordinate supervisors.

Prepares or completes various forms, correspondence, reports, performance appraisals, budget documents, organization charts, policies, procedures, educational materials, spreadsheets, and other documents.

Receives various forms, reports, invoices, payment requests, purchase requisitions, vouchers, shipping releases, budgetary reports, advertisements, architectural drawings, engineering drawings, construction specifications, maps, rules, regulations, laws, codes, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, spreadsheet, e-mail, Internet, or other computer programs.

Monitors inventory of department equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials; reviews proposals and bids.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution; mediates differences between customers and inspectors.

Communicates with City officials, employees, other departments, consulting engineers, contractors, developers, outside agencies, professional organizations, governmental agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Provides education and information to the community; gives speeches and presentations; conducts training programs for construction trade organizations; prepares/distributes educational materials; maintains positive relations with the public on behalf of the City.

Attends meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle used to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, recording messages, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Civil Engineering, or Architectural Engineering or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible management work, building inspection, code enforcement, construction, public administration, and budget administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, temperature and noise extremes, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April, 2002